



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

March 13, 2009

Elizabeth Keliiahokai  
Director of Human Services  
Omni Los Angeles Hotel at California Plaza  
251 South Olive Street  
Los Angeles, CA 90012

Dear Ms. Keliiahokai:

**RE: FINAL MONITORING VISIT REPORT for Omni Los Angeles Hotel (Omni) – ET07-0266**

<b>Date of the Visit:</b>	02/10/06
<b>Beginning/Ending Time:</b>	1:30 p.m. – 4:30 p.m.
<b>Date of Last Visit:</b>	09/18/08
<b>Visit Location:</b>	Los Angeles
<b>Persons in attendance:</b>	Elizabeth Keliiahokai, Omni Gloria Fuentes, Omni William Sacks, National Training Company Mark Reeves, ETP Analyst
<b>Action Required:</b>	No

## CONTRACT INFORMATION:

<b>Term of Agreement:</b>	02/06/07 – 02/05/09	<b>Agreement Amount:</b>	\$196,800
<b>Training Start Date:</b>	02/16/07	<b>No. to Retain:</b>	320
<b>Date Training must be Completed:</b>	11/07/08	<b>Range of Hours:</b>	24 - 120
<b>Type of Trainee:</b>	Retrainee	<b>Weighted Ave. Hours:</b>	41

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ETP (04/15/05)

**FINAL REPORT SUMMARY:**

• ***HISTORY OF AGREEMENT CHANGES***

Training began on February 16, 2007 and project staff confirmed that all training for this Agreement was completed by November 7, 2008, to allow for the 90-day retention period to be completed within the contract term end date of February 5, 2009.

There were no modifications or amendments executed in connection with this Agreement.

**PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

Trainees Enrolled:	420	Completed Training:	254
Trainees Started Training:	390	In Retention Period:	0
Dropped Following Enrollment:	42	Completed Retention:	254
Completed Minimum Hours for Reimbursement:	254		

***Breakdown and discussion of expected earnings:***

Project staff provided Mr. Reeves with projected statistics for the closeout of this Agreement. Your records indicate that Omni expects to retain a total of 254 trainees. The ETP Class/Lab Tracking system reflects that 254 trainees completed the minimum required 24 hours of training, for a cumulative total of 16,681 hours. Project staff confirmed that Omni is aware that the maximum number of reimbursable hours for this Agreement is 13,120 and the company will only be reimbursed up to the encumbered total amount of \$196,800. Based on the overage of recorded training hours, project staff is projecting a 100% completion rate for this Agreement.

As of the date of this meeting, your records show that 254 trainees have completed the 90-day retention period. ETP records show that Omni has received \$37,053 in unearned progress payments to date. As indicated above, project staff expects final earnings to be \$196,800. Mr. Reeves reminded project staff that the closeout invoice should be submitted no later than 30 days after the end term date of the Agreement.

**ATTENDANCE ROSTERS:**

Mr. Reeves reviewed daily attendance rosters for 15 trainees billed for payment on Invoices 2, 3, and 4. The rosters covered the training period from June 11, 2008 through November 4, 2008. The review showed that ETP requirements were met and properly documented. The rosters were complete and topics from the approved curriculum were delivered. However, based on the sheer volume of Omni's training records, it would be advisable to implement a roster numbering system for any future ETP project to facilitate the document review process.

These findings are based only on the training records reviewed during this visit and represent only a sample of the training records completed. It is your responsibility to ensure that 100 percent of all training records are in compliance with Panel requirements prior to the closeout of this Agreement (Reference: Title 22, California Code of Regulations, Section 4442).

### • ***INTERVIEW WITH CONTRACT REPRESENTATIVES***

You indicated that your company did not experience any significant barriers in implementing your ETP project. You also stated that your project staff did not experience any record keeping problems during the administration of this Agreement.

Project staff reported that ETP-funded training helped strengthen the importance of teamwork and putting the customer first. You indicated that the program was an overall success and the company was able to achieve its primary training objectives. You and Mr. Sacks confirmed that Omni has already begun the preliminary steps towards applying for additional ETP funding.

### **AUDIT:**

Omni will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

### **RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Mr. Reeves at (818) 755-3635 or by e-mail at [sreeves@etp.ca.gov](mailto:sreeves@etp.ca.gov) within ten (10) working days from the receipt of this report.

Sincerely,

**Signature on file**

Dolores Kendrick, Manager  
North Hollywood Regional Office

**Signature on file**

S. Mark Reeves, Contract Analyst  
North Hollywood Regional Office

cc: Bill Sacks, National Training Company (via e-mail)  
David Guzman, Chief, Program Operations Division (via e-mail)  
Kulbir Mayall, Manager, Fiscal and Certification (via e-mail)  
Master File  
Project File

Date report mailed to Contractor 3/25/09